**Panasonic Printer Installation Instructions**

Complete the following to add a printer to your computer:

1. Navigate to **Start > Search**.

2. Enter `\printserver2` into the Search field.

3. Select the appropriate printer by double-clicking on it. Each printer is named by the Hall name and room location. For example: BH stands for Bonaventure Hall, DS – Duns Scotus, etc.

4. After selecting the printer, a pop-up will appear stating the printer is being connected. This should only take a few moments.

5. Upon completion of the installation, the following box will appear. Select **Printer > Set As Default Printer**.

Your new printer has been installed.
**Programing Copy Codes**

We also need to program the users departmental copy code into the devices. For Panasonic printers complete the following:

1. In the printer window, select the **Printer** menu and select **Properties**.

2. Select **Preferences**.

3. Select on the **Job Type** tab, and then select the **Job Type** checkbox at the top to enable this feature. Then enter the **User ID**, **Department ID**, and checking the **Input when printing** box. Then select **OK**.
The user should now be able to print to the Panasonic printer.

**Removing a Printer**

To remove a printer, complete the following:

1. Select **Start > Devices and Printers**.

2. Under Printers and Faxes, **right-click** on the printer you would like to remove.

3. Select **Remove device**.

The printer is now removed from your printing options.